



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Adopt Resolutions (1) Amending the Salary Table to Update Four Library Classification Pay Rates to Comply with CalPERS Requirements and (2) Amending the Salary Resolution and the Civil Service Rules and Regulations to Add Provisions for Term Limited Employment

BACKGROUND

CalPERS requires that employees in casual classifications be paid at a rate that is within the pay range for the performance and work functions of the equivalent regular classification. There are four casual Library classifications with pay rates that must be updated to comply with this CalPERS requirement.

Additionally, the City has been working to develop a term limited class of employment that would enable the City to hire regular benefited employees on an at-will basis for a specific time period to assist with limited duration projects and cyclical workload peaks. The City's proposed term limited employment practices have been reviewed with and agreed to by the bargaining units. Changes to the salary resolution and the Civil Service Rules are necessary to implement the term limited employment program.

EXISTING POLICY

Council Policy 7.3.1 Legislative Management - Goals and Policies, Goal 7.3D: Maintain a quality work force, consistent with state and federal laws, City Charter, and adopted policies in order to assure that City services are provided in an effective, efficient, and high quality manner.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

DISCUSSION

Changes to Salary Schedule for Casual Library Positions

Employees hired in Temporary/Casual classifications are not typically enrolled into CalPERS membership. However, in situations where the City hires a temporary/casual employee who is already a CalPERS member at the time of hire, the City is required to continue the employee's CalPERS membership. The entire employee contribution amount is paid by the casual employee and the employer pays the established employer CalPERS rate.

As a result of CalPERS membership criteria, the City is mandated to comply with specific CalPERS requirements related to how Temporary/Casual employees are compensated. The City must

compensate employees in these classifications within the pay range of the equivalent regular classification that would ordinarily perform the work that the temporary/casual employee is being assigned. There are four casual Library positions that have an equivalent regular classification.

To comply with the CalPERS requirement, staff is recommending that the classification of Casual Librarian and the flexibly-staffed classifications of Casual Library Specialist I/II/III use the same pay scale as the equivalent regular classification of Librarian and Library Specialist.

If approved, the proposed Salary Table (Attachment 1) will be effective the first full pay period in April 2016 (April 10, 2016). The Department of Human Resources has already worked with the Department of Library and Community Services to determine the appropriate level and step for each incumbent in an applicable Casual classification.

Term Limited Employment

In an effort to address unique departmental staffing needs, such as peak workloads or special projects, the City has developed a "term limited" class of employment that will provide more flexibility to staff for limited duration projects and cyclical workload peaks. Term limited employees would be hired as at-will employees in regular, benefitted classifications for pre-established time periods (one to four years) where a specific end date is stipulated.

The City reviewed the proposed term limited class of employment with its various bargaining groups. The Sunnyvale Employees' Association (SEA) raised concerns regarding the program, but ultimately came to an agreement through a fact-finding process on February 22, 2016.

To implement this new classification, the Salary Resolution has been amended to add Section 7.180 to establish the requirements for term limited employment, and the Civil Service Rules and Regulations have been amended to add Section 15.04 and revise Section 17.02(a). The Personnel Board met on March 22, 2016 to review the proposed addition of Section 15.04 and the modification to Section 17.02(a) of the Civil Service Rules and Regulations, and voted unanimously to recommend that Council adopt the amended Civil Service Rules and Regulations.

FISCAL IMPACT

Approximately 30 current Casual library employees will receive an increase from their current rate of pay to a specified step on the amended Salary Table. In most cases the increase is minor and each individual employee's manager will be meeting with affected employees to communicate the changes regarding their compensation. The Library will absorb any cost increase due to these changes within the existing department budget.

Term limited appointments will give the City flexibility to appropriately staff for limited duration special projects and workload peaks without a permanent commitment to a specific staffing level, thereby controlling long-term personnel costs for the City. Term limited appointments are required to be tied to a budget for a specific project or projects of limited duration.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website

ALTERNATIVES

1. Adopt resolutions (1) amending the Salary Table for four casual library positions, and (2) the Salary Resolution and the Civil Service Rules and Regulations to add provisions for Term Limited Employment.
2. Do not adopt resolutions amending the Salary Table for four casual library positions, the Salary Resolution, or the Civil Service Rules and Regulations to add provisions for Term Limited Employment.

STAFF RECOMMENDATION

Alternative 1: Adopt resolutions (1) amending the Salary Table for four casual library positions, and (2) the Salary Resolution and the Civil Service Rules and Regulations to add provisions for Term Limited Employment.

Prepared by: Doug Baker, Human Resources Manager

Reviewed by: Teri Silva, Director of Human Resources

Reviewed by: Kent Steffens, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution to Amend the Salary Resolution to Implement Pay Scale for Casual Librarian and Casual Library Specialist Classifications
2. Resolution Amending Salary Resolution and Civil Service Rules and Regulations to Add Provisions for Term Limited Employment
3. Excerpt of Draft Personnel Board Meeting Minutes of March 22, 2016